

Glossary of Terms

Rev G

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Glossary of Terms

A

access card — credit card-sized device encoded with identification data and used to access a door.

access code — sequence of digits that is included in a personal identification number ([PIN](#)) and identifies the user.

access control — a security method that restricts and allows the movement of people into or within an area.

access control system — a system of hardware, electronics, and software designed to restrict and allow the movement of people into or within an area.

active door — the leaf of a double door that must be opened first and which is used in normal pedestrian traffic. This leaf is usually the one in which a lock is installed.

adaptor plate — a metal wrap-around plate designed to [retrofit](#) a [mortise](#) or other door cutout to a cylindrical lock installation.

anti-friction latch — a [latchbolt](#) incorporated in any device that reduces the closing friction between the latch and the strike.

architectural hardware — a classification of hardware that includes the materials used to finish a building. Architectural hardware includes [locks](#), hinges, closers, handrailing, etc.

armored front — the combination of the front of a mortise lock and the [faceplate](#), providing a barrier against tampering with the lock mounting screws and the [cylinder](#) set screws.

auxiliary deadlatch — a latch that prevents the latchbolt from being forced back when the door is closed.

B

backplate — a metal plate on the inside of a door used to clamp a rim lock cylinder to the door by means of retaining screws. The [tailpiece](#) of the cylinder extends through a hole in the backplate.

backset — the distance from the latch edge of the door to the vertical centerline of the lock. The standard backset for [cylindrical](#) and [mortise](#) locks is 2 ¾ inches.

barrel — five, six, or seven vertical holes drilled in a row through the top of a BEST figure-8 core. Barrels house pin segments and springs to create a [shearline](#).

biometric \bi-o-MET-ric\ — (noun) a unique human image, feature, or body part used as a [token](#).

biometric — (adj) describes the type of [access control](#) technology used, as in “biometric reader.” Biometric access control technology matches stored digital algorithms to unique human images, features, or body parts to positively identify authorized personnel.

blockout blade — a special shortened key blade of a particular [keyway](#) that blocks the insertion of other keys. The blockout blade can only be removed with an extractor key.

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bolt projection — the distance between the latch edge of the door and the end of a fully projected bolt.

bottom pin segment — the [pin segment](#) that sets the combination of a pin tumbler cylinder. Bottom pin segments vary in length and are beveled at one end to fit into the key cuts. Inserting the proper key aligns the bottom pins, creating a [shearline](#) along the top pin segments.

C

calibrate — to check against a known standard and adjust to that standard.

cam — the part of the lock or cylinder, which rotates to actuate the [deadbolt](#) or [latchbolt](#), as the key is turned. The cam may also act as the bolt in a utility cam lock.

card encoder — device that reads, encodes, and erases information on [access cards](#).

BEST Card Encoding Software — software that controls the V Series Card Encoder.

card number — sequence of digits encoded on an access card and identifies the user. Same as [access code](#).

clevis — a metal link fastened to a padlock case that links a chain to a padlock.

code — a number that specifies the [cuts](#) of a key that will properly operate a core. (Also relates to the combination of a core.)

code extension — a series of codes to a given limit, generally under an existing [master](#) or [submaster](#).

code series — the number of possible combinations under a given master or submaster.

code sheet — a sheet containing an extension or series of codes for all or part of a BEST Masterkeyed System.

combine — selecting a core's [pin segments](#) to match the key cuts.

combination — the sequence and depth of cuts on a key and pinning of a core.

communication token — an [access card](#) or [PIN](#) generally used for all V Series Security Devices in a facility to access devices at any time for programming.

construction core — an [interchangeable or removable core](#) designed for use during the construction phase of a building. Construction cores are normally [keyed alike](#) and, upon completion of construction, are replaced by the permanent system's cores.

construction master key — a key normally used by construction personnel for a temporary period during building construction.

control key — a high security key — unique for each BEST system — designed to remove and insert the figure-8 core.

control shearline — the alignment of [pin segments](#) when a control key is inserted into the core. The control shearline allows the use of a control key to remove the core. See also [operating shearline](#).

controller — a one-door access control panel, or a device that allows a reader to be installed separately from the door's locking mechanism.

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core — interchangeable device that can be installed in a lock or door and operated by a key.

coremark — sequence of letters and numbers that identifies a particular core.

core plug — the central part of a core, containing the [keyway](#), which is rotated to activate the [throw member](#).

cross keying — the deliberate process of combining a core in a [masterkey system](#) to two or more different keys, which would not normally be expected to operate together.

cut — a notch in a key. See also [keycut](#).

cylinder — the subassembly of a lock containing a plug with keyway and a body with tumbler mechanism. Cylinders may have either a [cam](#) (mortise cylinder) or a spindle (rim cylinder) as the actuator.

cylinder lock — a lock in which the locking mechanism is controlled by a cylinder. A double-cylinder lock has a cylinder on both the interior and exterior of the door.

cylinder, mortise type — a lock cylinder that has a threaded housing which screws directly into the lock case, with a cam or other mechanism which actuates the locking mechanism. The cylinder houses the BEST [interchangeable core](#).

cylinder ring — a metal ring, surrounding the exposed portion of a lock cylinder, which protects the cylinder from being wrenched, turned, pried, cut, or pulled with attack tools. The cylinder ring is also a metal ring used under the cylinder head to adjust cylinder head projection.

cylindrical chassis type — lock chassis that installs into a circular bore in the door.

D

daylight saving time (DST) — time one hour ahead of standard time. Daylight saving time in the US begins the first Sunday of April at 2:00 a.m. and continues until the last Sunday of October at 2:00 a.m. Arizona, Hawaii, and most of Indiana do not observe DST. Most [access control systems](#) adjust for DST.

deadbolt — a metal bar or rod which does not have a spring action as opposed to a [latchbolt](#), which does. The deadbolt must be actuated by a key, a knob, or thumbturn and when projected, cannot be retracted by end pressure.

deadlatch — a spring-actuated latchbolt having a beveled end and an incorporated plunger which, when depressed, automatically locks the projected latchbolt from retracting by end pressure.

deadlocking — the act of holding a spring-tension device (latch, auxiliary latch, etc) in the locked position.

door jamb — the vertical member of a door frame in which the door is set.

door held open feature — electronic access control feature that monitors whether a door has been propped open or not securely shut.

door stop — the projections along the top and sides of a door frame against which a one-way swinging door closes

dummy cylinder — a mock [cylinder](#) without an operating mechanism used for appearance only.

Glossary of Terms

E

electric strike — an electrically-operated device that replaces a conventional [strike](#) and allows a door to be opened by using electric switches at remote locations.

electrified lock — a lockset that is locked or unlocked electrically. Electrically-locked locksets are designated [fail-safe](#); electrically unlocked locksets are designated [fail-secure](#). The electric switch used to actuate an electrified lock is usually located at a remote monitoring station or is part of an electronic [access control system](#).

electronic access control — the process of controlling user access to an area (typically with defined time limitations) through the use of at least six parts: [reader](#), [token](#), [lock](#), access control panel, access control system software, power supply. These parts may be separate or combined in various ways. See also [access control](#).

electronic lock — self-contained, programmable lock, typically battery-powered, which controls access to a door. V Series Electronic Locks include magnetic stripe, [proximity](#), and keypad electronic locks.

escutcheon \is-KUHCH-un\ — a surface-mounted cover plate, either protective or ornamental, containing openings for any or all of the controlling members of a lock such as the knob, handle, cylinder, or keyhole.

F

faceplate — the part of a mortise lock which serves as a facing or covering over the front. See [armored front](#).

facility code — sequence of digits that generally is unique, programmed into every device, and included in every token. The facility code helps ensure that no facility can access areas in another facility.

fail-safe — an automatic switching feature of an [electrified lock](#) that ensures that the [security device](#) unlocks when power fails and until power is restored. See also fail-secure.

fail-secure — an automatic switching feature of an electrified lock that ensures that the security device locks when power fails and until power is restored. See also [fail-safe](#).

G

grandmaster key — key that normally operates all locks in a [masterkey system](#). However, a masterkey system might be designed so that the grandmaster key cannot operate selected locks such as cash boxes, hazardous waste areas, or drug cabinets.

H

hand-of-door — the opening direction of the door. A right-hand door (RH) is called “right-hand” because it is opened with the right hand. A right-hand door is hinged on the right and swings inward when viewed from the outside. A left-handed door (LH) is hinged on the left and swings inward when viewed from the outside. If either of these doors swings outward, it is referred to as a right-hand reverse bevel door (RHR) or a left-hand reverse bevel door (LHR) respectively.

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hollow-metal — hollow items such as doors, frames, partitions, and enclosures which are usually fabricated from cold formed metal sheets, usually carbon steel.

hotel indicator button — the button on a hotel function lock that, when pressed, shows if the [deadbolt](#) is thrown (and therefore if the room is occupied). Typically a maid prefers the convenience of pressing this button rather than using a key.

I

Intelligent Programmer Software (IPS) — software that lets you define programming settings and the user database for groups of V Series [Security Devices](#), as well as individual devices. The IPS also lets you retrieve the event history from devices, as well as view and print device information.

interchangeable core — a figure-8 shaped device that contains the main parts of a masterkey system. The interchangeable core can be removed by a special [control key](#) and can be recombined without disassembling the lock.

Intranet — privately operated networks that are used to publish corporate information using the same computer language that the Internet uses. For many businesses an Intranet provides a convenient, central location for employees to share information. Take a look at the BEST Intranet.

K

key blank — a key with a [keyway](#) shape, but without [keycuts](#).

key combinator — a machine that notches cuts into BEST key blanks for BEST masterkeying systems.

keycut — a notch in a key to make it fit a corresponding [pin segment](#) of a core.

keycut depth — the distance from the bottom of the keycut to the underside of the key blade.

keyed alike — of or pertaining to two or more locks or cores which have or are to have the same [combination](#) (and operated by the same keys.)

keyed individually — of or pertaining to a group of locks or cores, each of which is or is to be combined differently from the others.

keymark — sequence of letters and numbers that indirectly corresponds to a keycut pattern for a key or group of keys that operate a particular core or lock.

keypad — a [reader](#) on which a user can input a [PIN](#).

key serialization — unique numbering used to track key distribution.

keystamp — the words stamped on all keys in a particular [masterkey system](#). For example, “DO NOT DUPLICATE” or the UPS (United Parcel Service) logo can be keystamps.

keyway — the cross-section shape milled into the key blank and broached into core plugs.

keyway, restricted — a limited-distribution keyway whose use must be approved.

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L

latchbolt — a beveled, spring-actuated bolt which may or may not include a [deadlocking](#) feature. The latchbolt must be actuated by a key, a knob, or thumbturn.

lever handle — a bar-like grip which is rotated at one of its ends and is designed to operate a latch and door.

lock — a device that secures openings. Openings that can be locked include doors, gates, cabinets, etc. Locks include mechanical, electromechanical, and electronic security devices.

long nose key — a key with extended nose, used primarily with hotel function mortise locks.

M

magnetic stripe — (noun) the magnetically-encoded strip of tape fixed to the back of an [access card](#).

magnetic stripe — (adj) describes the type of access control technology used, as in “magnetic stripe card.” Magnetic stripe [access control](#) technology matches stored codes to codes encoded on magnetic stripe cards to identify authorized personnel.

master key — (noun) a key that operates a large group of cores or locks, such as all locks in a building, on a floor, or for a department.

masterkey — (verb) the process of masterkeying. See the masterkeying glossary entry below.

masterkey system — a complete hierarchical code system that normally consists of keys and cores [combinated](#) so that a single key can operate many cores and also so that each core be operated by its own key.

masterkeying — the process of combining locks to allow a single key to operate many locks and at the same time allow each lock to be operated by a unique key.

mortise \MOR-tis\ — (noun) a rectangular cavity cut into the edge of a door.

mortise — (verb) the act of making a mortised cavity.

mortise chassis type — lock chassis that installs into a mortised cavity in the edge of a door.

mortise cylinder — a threaded lock cylinder that screws directly into the lock case; usually includes a key-driven rotating cam, attached to the back, which drives the locking mechanism.

mortise lock — a [lock](#) that fits into a [mortise](#). Other locks fit into bored holes or mount to a surface.

O

operating key — a key that operates only one core or one group of [keyed alike](#) cores in a keying system.

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operating shearline — the alignment of the top [pin segments](#) when an operating key is inserted into the core. The operating shearline allows the use of an operating key to actuate the core. See also [control shearline](#).

P

PIN — Personal Identification Number. PINs are numeric codes used as [tokens](#).

pin segment — cylindrical-shaped part that fits into all [barrels](#) of a core. The sequence of varying length pin segments in a core is what permits a key to operate the core.

premium — another group of BEST [keyways](#) using a wider blade, generally used for higher security applications.

proximity — an access card technology designed so that a card does not need to contact a reader to gain access, but only be in close “proximity.” Proximity card [access control](#) technology matches stored codes to codes encoded on proximity cards to identify authorized personnel. Proximity card technology increases the ease and convenience of card use.

R

reader — a device that scans, and interprets token information and sends that information to the access control computer for processing. Readers match the type of [token](#) technology used in an access control system. General types of readers include: [access card](#) readers, keypads ([PIN](#) readers), and [biometric](#) readers.

recombine — to change the [combination](#) according to the [code sheet](#) either in all [barrels](#) or in a single barrel of a core.

registered codes — security [codes](#) assigned to a customer’s BEST Masterkey System. Only authorized personnel may receive these codes.

re-key — to change the [combination](#) of a core or core barrel.

re-lock — to change the core(s), code(s), or keyway(s) within an existing BEST Masterkey System.

removable core — the keyed portion of the lock which can quickly be removed by a control key. Allows in-house maintenance of a keyed system. See also [interchangeable core](#).

request-to-exit (switch) — a switch that temporarily disarms an alarm system while someone exits. A request-to-exit switch may be a separate device such as a push button switch located beside the door on the inside of the room, or it may be an integrated device such as a switch inside the lock, activated by turning the inside lever handle.

retrofit — the process of adapting or re-locking various types and makes of locks and keys to another type or make of locks and keys. A retrofit may include replacing all locking hardware and/or using adaptations on existing locks.

rose — a surface-mounted cover, either protective or ornamental, containing an opening for the knob or lever, and is usually round. See also [escutcheon](#).

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S

security device — a device that provides access control at an opening. Security devices include: [locks](#), and [controllers](#).

selective keying — the process of keying locks to operate by several individual keys including [master](#), and/or [submaster](#) keys. See [cross keying](#).

shearline — the alignment of the [pin segments](#) when a key is inserted into the core. The shearline allows a key to turn within the core. The [control shearline](#) allows a [control key](#) to operate the control lug. The [operating shearline](#) allows an operating key to turn the core and actuate the lock.

spare codes— sets of control and grandmaster [codes](#) (CT/GM) stored and provided by the factory for use in creating new masterkey systems. A set of spare codes is stored for each combination of state, pin size, and system type.

specifications — stated requirements or limitations concerning constructions, quotes, future expansion, dimensions, materials, finishes, keying, etc., for a product. Also the engineering requirements for the development of a new product or process.

stand-alone (lock) — (adj) having most components of an [electronic access control](#) system in one housing.

strike — a metal plate attached to and mortised into a [door jamb](#). The strike receives and holds a projected [latchbolt](#) and/or [deadbolt](#) that, in turn, secures the door to its frame.

submaster key — key that operates part of a group of cores or locks operated by a related master key.

T

tailpiece — the unit on a rim cylinder lock which actuates the bolt or latch.

throw member — the connecting piece between core and lock mechanism that transfers key motion to the locking device.

thumbturn — an unit which is gripped between the thumb and forefinger, and turned to project or retract a bolt.

token — a device used to access a [security device](#). Examples of tokens include [access cards](#), keys, [PINs](#), and [biometrics](#).

W

ward — an obstruction which prevents the wrong key from entering or turning in the lock.